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4-11-2012

## Academic Policies Committee Minutes of the Academic Senate 2012-04-11

University of Dayton. Academic Policies Committee

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**Approved**  
**Minutes of the Academic Policies Committee of the Academic Senate**  
**4/11/12**  
**SJ325**

**Present:** Megan Abbate, Deb Bickford, Jim Dunne, Vinod Jain, Emily Kaylor, Laura Leming, Leno Pedrotti, Carolyn Phelps

**Absent:** Paul Benson, Joe Castellano, Tony Saliba, John White

**Guests:** Sawyer Hunley, Katie Kinucan-Welsh, Juan Santamarina

**Announcements:** No announcements

**Minutes** of 3-28-12 were approved

**Old Business:**

*CAP form.* J. Santamarina presented additional changes that have been made to the CAP Approval form, and the committee continued its discussion from 3-28. The following points were made.

- Section 1.10: The form allows for grading option 2, S or NC. Is option 2 allowed for general education courses. This needs to be confirmed with the Registrar.
- Section 1.11: A question was raised about the ability to take the course more than once. Numbering for special topic courses and other courses that can currently be taken more than once was discussed. No final recommendation was made by the committee.
- Section 2.5: Requested clarification on “Student Evaluation Criteria”. Suggested relabeling as “Criteria for evaluation of student learning” and providing an *i* button/box that will provide representative criteria.
- Section “Type of course proposal?”: It was requested that this section, particularly the first full paragraph be clarified. Additionally, it was suggested that Category 2 should “...provide an opportunity for courses that incorporate combinations...” rather than “...include courses that incorporate...”
- Section 4: Clarification was requested

It was explained by Santamarina that a print version of the form would be used over Summer/Fall 2012 and the electronic form would be piloted in Fall 2012. It was decided that the CAP-CC will return to APC to present the electronic form before it goes online. A report will then be given by CAP-CC at the end of the 2012-2013 academic year to report on the use of the electronic form. The vote on this decision was unanimous.

**New Business:**

*CAP-CC Procedures document.* Santamarina presented the procedures document for the CAP-CC. It was pointed out that unless this document was approved, the business of the CAP-CC would be hampered; it was decided that the discussion at this meeting would lead toward a vote on temporary approval of the procedures form. In the discussion, the following recommendations/comments were made.

- Section 1.2.8: There is a lack of clarity regarding the review mentioned in the last sentence. There is a question whether it refers to a program review or assessment of student learning outcomes. As part of this review process, the APC should request a report or opinions from CAP-CC each year. This request should be added to the ECAS list of expected reports.

- Section 2: The question was raised regarding student representation on the CAP-CC, something that was an ongoing difficulty this year. No resolution was proposed.
- Section 4.4: For department proposing or individuals choosing to comment on a course up before the CAP-CC for approval, must the presentation be in writing or in person or both. Additionally, there should be some sort of public announcement or place to find courses that are up for review.
- Section 4.9: Point nine indicates that courses are approved for 10 years; however, there is no indication of what occurs at the end of 10 years if the course does not come up for re-approval.

The committee voted unanimously to give temporary approval to the procedure document so that the CAP-CC could move forward in its work. It is understood that the document will come to APC for formal approval by the end of Fall 2012.

There will be no more APC meetings this academic year.

Respectfully submitted by C. Phelps